



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office Of The Assistant Secretary

15 NOV 1999

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060


SUBJECT: FY99 Air Force Contracting Close-out with Washington Headquarters Services (WHS)

Our results for FY99 close-out with Washington Headquarters Services (WHS) were outstanding! WHS accepted over \$36.407B of the \$36.536B that AF submitted via the J001 system. Put another way--WHS accepted 99.7% of our dollars and 99.9% of our actions! To put AF contract reporting in perspective, we began close-out last year with 2,600 records rejected by WHS--this year we started with less than 800. Even more impressive, the AF had no missing DD1057's for the entire year. It is no wonder that the AF reporting community has surpassed the FY 98 historic benchmark and set a new record for the best closeout in Air Force contract reporting history! Of course, your contract reporting monitors deserve all the kudos for their commitment/dedication throughout the year!

For FY00, contract reporting is changing! New information on the DD350's will capture HUBZone Representations, HUBZone preferences, Very Small Business set-asides, and Fixed Price Award Fee type contracts. DD1057's have changed and will capture information on SDB Federal Schedule Orders, Women Owned Small Business, Federal Schedule Orders, and HUBZones. Please make sure that your small business representatives know about these new reporting categories.

As we begin reporting in FY00, our challenge is to continue to improve AF reporting accuracy. While we have an extensive system of edits to catch many of the errors, accuracy ultimately depends on the buyers to input correct information/data. Senior DoD officials and the Congress use this data to make decisions that affect all of us! To help, SAF/AQCI has electronic tools to assist your buyers. The Contract Reporting Interactive Instruction Guide is located at the following website: http://www.safaq.hq.af.mil/contracting/mgmt_info/AQCI/CRInstGd.shtm. Additionally, SAF/AQCI will update the DD350 tutorial guide on our SAF/AQC homepage before the end of the year. I encourage you to use these tools to focus on the accuracy of all AF data.

Again, I would like to thank you for your extraordinary efforts this fiscal year. I am confident that these high standards will continue as we move into the 21st century.


TIMOTHY A. BEYLAND
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Secretary (Contracting)
Assistant Secretary (Acquisition)